



DEPARTMENT OF THE NAVY

NAVAL POSTGRADUATE SCHOOL
MONTEREY, CA 93943-5100

IN REPLY REFER TO:

NAVPGSCOLINST 11101.4
232
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NAVPGSCOL INSTRUCTION 11101.4

Subj: ASSIGNMENT, UTILIZATION, AND OCCUPANCY TERMINATION OF
MILITARY FAMILY HOUSING AT THE NAVAL POSTGRADUATE SCHOOL

Ref: (a) OPNAVINST 11101.13J
(b) NAVFAC P-930

1. Purpose. To promulgate policies and procedures relative to assignment, utilization, and occupancy termination of Military Family Housing (MFH) at the Naval Postgraduate School (NPS).
2. Cancellation. NAVSUPACTMBINST 11101.4
3. Background. Most vacancies occur on a quarterly basis, coinciding with graduation in March, June, September, and December. Availability of quarters varies with the size of outgoing and incoming classes. Present assets are 589 MFH units at La Mesa Village (LM), 14 staff officer MFH on station, and 600 assignment rights at Presidio of Monterey Annex (POMA). All MFH is designated as adequate.
4. Policy. The principal objective of the DoD MFH Program is to ensure that Armed Forces members with dependents have suitable housing for their families. DoD policy is to rely on the local housing market in communities near military installations as the primary source of family housing for military personnel. In consonance with reference (a), the following policies are applicable for assignment, utilization, and occupancy termination of MFH at NPS:
 - a. Every effort will be made to ensure that all eligible individuals can assess their prospects for assignment to MFH prior to or upon reporting.
 - b. There will be no discrimination because of race, color sex, creed, or national origin.
 - c. Assignment of MFH will be voluntary to eligible personnel to the maximum extent possible. When necessary to maintain maximum utilization, and without causing undue hardship, involuntary assignment to MFH may be required.

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- d. MFH will be assigned in writing.
- e. MFH will be designated within the following categories:
 - (1) Flag Officers (pay grades O-7 to O-10);
 - (2) Senior Officers (pay grade O-6);
 - (3) Field Grade Officers (pay grades O-4 to O-5);
 - (4) Company Grade Officers (pay grades O-1 to O-3 and W-1 to W-4); and,
 - (5) All enlisted personnel
- f. Available MFH will be assigned to the various categories of eligible personnel on the basis of pay grade, family size, and detachment date from previous command.
- g. Eligible personnel will not be assigned MFH without a confirmed detachment date and signed statement indicating MFH is not occupied or assigned at another location.
- h. Eligible personnel who do not apply or confirm their housing application within 30 days of their reporting date will be placed on the waiting list as of the date the Housing Welcome Center receives the application following their PCS to Monterey.
- i. If an increase in the number of dependents occurs while in MFH that qualifies a member for a different category of housing, the member may apply for additional bedrooms with a letter verifying the additional dependents, i.e., pregnancy letter, adoption letter, etc. The member's name will be placed on the appropriate waiting list as of the date of request. Member can be assigned MFH after the first trimester once his/her name reaches the top of the list and he/she will be offered the first projected available unit within his/her rank and bedroom entitlement. This move will be made at the member's expense.

5. Application

- a. Application for MFH will be submitted on DD Form 1746, with a copy of the member's orders to: 1301 Leahy Road, Monterey, CA 93940, by mail, or FAX (831-372-8398), or in person. Advance applications are recommended to allow advance planning by

advance planning by the Housing Welcome Center, but do not influence the control date. The relative position on the appropriate "waiting list" will be determined in accordance with reference (a).

b. If an applicant has notified the Housing Welcome Center in advance of reporting that he/she will be unable to accept MFH until after a specific date, they will not be offered a unit until on or after that date. Personnel who have applied for MFH may request in writing that assignment be deferred for a period of up to one year after arrival in Monterey. Approval will be based on a justifiable cause, such as family members not in the area, or to fulfill provisions of an existing lease or rental agreement. MFH will not be offered until the date requested. Deferred personnel will then be placed on the waiting list below the stabilized zone. A request for deferment will not be accepted after the person has been offered a unit.

c. Freeze Zone. The position of the top ten percent of personnel on each waiting list will be stabilized and not altered by placing new arrivals within the top ten percent, regardless of rank/rate, duty assignment, or detachment date. Exceptions are personnel in key and essential billets/positions. Incoming designated key and essential billets/position personnel will be placed at the top of the freeze zone without displacing personnel who have received a firm commitment for housing assignment. A member must confirm his/her housing application prior to being placed in the freeze zone. When anticipated assignment to MFH for personnel on the waiting list is scheduled to occur within 60 days, the freeze zone may be extended beyond the top ten percent to include such personnel.

d. If the Housing Welcome Center is unable to contact an applicant directly, through their Curricular Office, or designated point of contact, the next applicant may be contacted and assigned MFH; however, the uncontacted applicant retains his/her position on the current waiting list. After numerous unsuccessful attempts to contact the applicant, a certified letter will be sent to the applicable Curriculum Office and/or current local address informing the applicant that their name has been removed from the wait list. The applicant will be required to reapply with a new control date if MFH is still needed.

e. Incoming personnel are encouraged to contact the Housing Welcome Center as soon as possible after arrival to determine availability of MFH prior to making other commitments.

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f. Should the type or size of MFH for which an applicant is eligible change as a result of the acquisition of an additional family member, or pregnancy beyond the first trimester, while on the waiting list, the sponsor will be moved to the waiting list for the new category of MFH as of the original control date, except he/she will not be placed in the stabilized top ten percent of that waiting list. This procedure will also be followed for families adopting a child, except that the family must be expecting to be awarded the child within three months.

g. Each individual on the waiting list will be given three offers of MFH, if available. In the event the units being offered are found to be unacceptable to the individual he/she may decline the units and their name will be removed from the waiting list for a period of one year.

6. Assignment Procedures for NPS

a. Three bedroom units will be used to mitigate the disparity between the two and three bedroom company grade offered housing lists, resulting from the shortage of two bedroom units in the inventory.

b. The following procedures concerning assignment to MFH will be followed:

(1 Couples with no children will be two bedroom eligible

(2) Families with one or more children will be three bedroom eligible. Included in this category are families who are expecting their first child within 6 months (doctor's confirmation required).

(3) An unmarried service member expecting her first child may be put on the waiting list prior to delivery and allowed to move into MFH two months prior to delivery date.

(4) Exceptions to assignment procedures 1, 2, and 3 above will be made only when clearly within the guidelines and intent of reference (a) to match assignments as closely as possible to family requirements, and to maximize MFH utilization.

(5) Once adequate MFH has been assigned and remains adequate, a move for the convenience of the individual will not

be authorized. Approval may be granted for hardship reasons and then only by and at the discretion of the Housing Authority (HA). Move is authorized when promotion changes the category for which the member is authorized. Such moves will not be the occasion for alternating the normal maintenance schedule for unit involved and will be at the members' expense.

(6) When conditions dictate, MFH may be assigned to a member not more than one grade category above or below that authorized.

(7) MFH will be vacated not later than three working days after graduation, or on or before retirement or transfer, except as specifically authorized. Requests for extensions in MFH will be submitted in writing to the Housing Welcome Center, and will include justification and the requested termination date. Requested extensions based on failure to complete graduate requirements will not be accepted, unless favorably endorsed by the student's Curriculum Officer.

(8) The Commanding Officer may order personnel to terminate occupancy of MFH in accordance with references (a) and (b).

(9) Leasing or subleasing of all or part of assigned MFH is not authorized. Social visits by civilians or other military guests are authorized up to a maximum of 90 days. Notification to the Housing Welcome Center is mandatory when social visits will exceed 30 days.

c. The HA may authorize a live-in aide to reside in a MFH unit under the following conditions:

(1) The member provides written documentation substantiating the need for such an arrangement. Exceptional and confirmed child or health care needs are valid reasons for a live-in aide. Home maintenance or cleaning is not valid justification for a live-in aide.

(2) The requirement for live-in aide should be for a minimum of 6 months.

(3) The member does not accept monetary compensation from the employee (accepting compensation is grounds for termination of MFH).

(4) This policy does not disrupt morale or otherwise adversely impact the housing area.

(5) The increased bedroom requirement can be accommodated, and

(6) The request for approval or denial for a live-in aide must be in writing. The member is responsible for all actions of the live-in aide including damages to quarters. The approval by the HA shall be retained in the occupants file and reviewed annually.

7. International Students

a. International students are required to obtain an authorization letter from the International Office identifying authorized family members and approved live-in aides before reporting to the Housing Welcome Center. A live-in aide will not constitute justification for an additional bedroom. Only authorized family members, live-in aides, etc., are allowed to permanently reside in government housing. The Housing Welcome Center must be notified of any guests visiting for a period of 30 days or longer. Guests visiting in excess of 90 days are prohibited.

b. Applications for MFH will be made on a DD Form 1746, Application for Assignment to Housing, and must include the authorization letter from the International Student Office, and one copy of the member's International Travel Order (ITO). Students will be offered MFH at La Mesa based on availability. International students desiring MFH must apply, via the International Student Office, within 30 days of reporting to NPS.

c. International students may be offered a MFH unit prior to their family member's arrival to the area. Proof will be required (i.e., copy of plane ticket) of their family members' projected arrival within thirty days prior to moving into unit.

d. International students will vacate MFH not later than three working days after graduation. An international student failing the final housing inspection and who is unable to remain until they pass will be billed for the estimated cost of making the quarters ready for the next resident. Payment must be made before departing NPS by certified check or money order. If payment is not received, Naval Postgraduate School will pursue payment via the departed student's embassy.

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e. Housing of international military students will only take place in the event excess housing is determined to exist. A family housing unit will be considered excess only after it is vacant and available for occupancy and it can be determined that it will be vacant and available for occupancy for a period of 30 days or more.

8 Occupancy Termination Procedures

a. Termination of assignment to MFH is required under the following conditions:

(1) When the Naval Postgraduate School ceases to be the sponsor/member's permanent homeport/station for duty.

(2) When a member's and/or family member's personal behavior warrants eviction.

(3) When the member is declared a deserter, released from active duty, separated from the service, transferred to the Fleet Reserve, retired, transferred to Temporary Disability Retired List, deceased, or separated from family members for more than 90 consecutive days.

(4) When the family members no longer reside permanently with the member occupant, or vice-versa, for any reason, including voluntary separation, legal divorce, legal separation or court order, the military member authorized MFH is required to notify the Housing Welcome Center immediately, in writing, and schedule a vacancy inspection to clear MFH. The family may be approved to stay for a period of 90 days for reconciliation following a written request from the military member. If the military member retains legal custody of family member children and they reside with him/her for at least six consecutive months, or he/she has other recognized family members residing with him/her, eligibility for assignment may be retained. The eligibility for MFH expires on the effective date of the voluntary separation, legal divorce, legal separation or court order.

(5) Upon member's request (or designee with power of attorney) and approval by the HA via Commanding Officer or representative.

(6) Upon termination of lease or occupancy agreement.

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9. Action

a. The Housing Director, under the direction of the Director, Facilities and Redevelopment of the Naval Postgraduate School, is charged with the responsibility for day-to-day administration and management of MFH per the provisions of this instruction and references (a) and (b).

b. The Housing Welcome Center will evaluate all assets and requirements quarterly, and recommend changes to ensure fair and equitable assignment of available housing units.

c. The Housing Welcome Centers' referral service, and the Family Service Center will provide assistance in obtaining private housing if MFH is not available.

d. Each occupant of MFH will be provided with a Family Quarters Brochure for information and guidance. The brochure sets forth the facilities and services available, defines occupancy responsibilities with respect to care and maintenance of facilities, and provides other information of general interest. Occupants are expected to become familiar and comply with the provisions of this brochure.

e. The Housing Welcome Center will, upon receipt of an application, immediately inform the member of the conditions of assignment to, or availability of MFH, by means of DD Form 1747 or letter from the Housing Office confirming receipt of application.

f. The Housing Welcome Center will, on a weekly basis, publicly post current MFH status, and make available to all prospective occupants the housing waiting lists.


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By direction

Distribution:

NAVPGSCOLINST 5605.2S (List 1

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